



School Board School Liaison Relationship Guidelines

<i>Goals of the Board/School Liaisonship</i>	The cultivation of the relationship between the Board Liaison and school is meant to provide the Board member: • An opportunity to see the vision, mission, and Board policies in our school district being carried out day-to-day with our students. • Direct experience with school operations in a safe and respectful way related to the board initiatives. • An opportunity to volunteer and give back in a more hands-on way. To develop relationships with our kids, families, staff, teachers, and administrators in a way that intentionally builds trust from the ground up • A better understanding of the experiences of the people we are charged with serving through our work. In all, the Board school liaison relationship ensures that the Board is not just an invisible "other" making big anonymous decisions, but rather a visibly invested group of community members who are distinctly present in our schools on a regular basis.	
<i>Relationship Norms</i>	• The Board member will notify the Principal when they plan to visit, or when they arrive. • The Principal will greet Board members during their visit. • When a Board member is representing the district's Board of Education for events they should be recognized. • Board members wishing to visit a school they are not a liaison for should first communicate with the Board member assigned to that school and the Board President. • All communication we have with staff on behalf of the Board should be done in collaboration with our superintendent. All interactions between Board members and individual staff members regarding school or school district matters should also include the direct supervisor of that staff member and the superintendent. This includes interactions during school visits, meetings outside of the school day, and also email communications. If it is an in-person interaction, the principal and superintendent should be notified. If it is an email, they should be "CC'd". Consider referring to the Board Guidance for Responding to Concerns or Complaints if a staff member is referencing a concern or complaint. • Individual Board members have no statutory authority in the school district and thus can not direct individuals to do anything in their capacity as Board members. Decisions are made as a collective at the Board table. • Board members will work to keep their board roles separate from their professional or parent roles while in school buildings and when speaking to or emailing staff and administration. Board members should be clear about what role they are representing when working with school district matters.	
Area of Engagement	Frequency of Engagement	Description
Communication	As agreed upon between the board member and the building principal.	• Weekly staff newsletters • Monthly caregiver newsletters & other important information communicated to families • Review the School Scorecard & 100 Day Plans



Sun Prairie Area School District

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District Support Center 608.834.6500
501 S. Bird Street • Sun Prairie, WI 53590

School Board & Superintendent Leadership

		• Black Board Connect messages ◦ Emergency messages that involve district office support
Events 	The principal and Board Liaison should meet ahead of the school year and determine what events would be beneficial.	• First/last day events • Music Concerts • WatchDOGS (or some form of volunteer experience) • Read Your Heart Out • Conferences ◦ Optional Information Table • Family Nights • Community School Events & Site Leadership Team Meetings • Noteworthy competitions • Other noteworthy school celebrations • Staff/Faculty Meeting Introduction
Groups 	The principal and Board Liaison should meet ahead of the school year and determine what events and groups would be beneficial to meet and connect with.	• Attend SCO meetings (one per semester) ◦ Utilize Board KWKTs • For Community School Sites, attend and participate in Site Leadership Team meetings • Examples: ◦ Visit a Building Leadership Meeting (BLC, GC) ◦ Visit an Guiding Coalition/E-Team Meeting ◦ Visit an AVID Site Team Meeting
Teaching/Learning 	The principal and Board Liaison should meet ahead of the school year and determine what events would be beneficial.	• Strategic walkthroughs related to 100 Day Plan & Balanced Scorecard goals • AVID Tutoring (training and recurring commitment required) • Visit a Professional Learning Community Meeting • Serve as a member of the Community Schools Site Team
Board Reporting 	Monthly	Board members should log their engagement into the monthly Board meeting update.